

Workers' Compensation Technician I

One non-merit Workers' Compensation Technician I position in Jefferson City are now being filled in the C.A.R.E Unit of the Division of Workers' Compensation with starting salary \$1,043.00 semi-monthly (Range 12).

Major Job Components:

- Review and evaluate and process documents such as Claims, First Reports, Medical Report, Etc.
- Communicate with Attorneys, Insurance Carriers, Employers, Third Party Administrators and Employees.
- Receive and Answer telephone calls, written, and verbal inquiries.
- Identify documents that are incomplete and request new or additional information

Education & Experience:

Three or more years of clerical or general office support experience; and possession of a high school diploma or GED certificate.

(Post secondary training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related area may substitute on a year-for-year basis for a maximum of one year of the required experience at a rate of 30 earned credit hours, or 480 clock hours, for one year.)

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.)

Interested individuals please email a DOLIR employment application MODOL-2396, Application for Employment along with your transcript(s), if applicable to humanresources@labor.mo.gov or fax to (573)751-3668 or fax to (573)751-3668. The closing date for this announcement is April 9, 2015. Inquires may be directed to Dorothy Session at (573)751-3584 in Human Resources.

Please review the minimum qualifications at:

<http://oa.mo.gov/personnel/classification-specifications/0601>